



City of Watertown **CONDITIONAL/INTERIM USE** **APPLICATION**

When a completed application is received at Watertown City Hall, it will be scheduled for a public hearing. Prior to that hearing a City staff member and Planning Commission members views the site. At the Public Hearing the Planning Commission will make a “recommendation for approval or denial” to the Watertown City Council. The City Council, at a regularly scheduled meeting, will make a final decision.

No permits can be issued, nor can any work commence on any portion of the site, until the City Council has made their final decision.

Planning Commission meetings are held the 3rd Thursday of each month and meeting called to order at 7:00pm or as notified.

1. Completely fill in the attached application form. If you have any questions contact the City of Watertown Planning Department at 952-955-2688.
2. A drawn plot plan must be submitted with the application.
3. Administration Fee- \$250.00 (non-refundable) application fee. This includes a recording fee. Make the check payable to the City of Watertown. Payment of Escrow Account (any amount unused will be returned).
 - a. Standard: \$1,000
 - b. Complex \$1,500
4. Applicant must be present in person for the hearing of this application. Notice will be sent to applicant verifying date, time, and location of the meeting.

Planning Department

309 Lewis Avenue S... Watertown, MN 55388... www.ci.watertown.mn.us... Phone (952) 955-2681... Fax (952) 955-2695

Date Received: ____/____/____

**CITY OF WATERTOWN
CONDITIONAL/INTERIM USE PERMIT REQUEST**

Property Address: _____ Nov 2006

Legal Description/PID No. _____
(If metes and bounds, attach description)

Description of Request: _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

Signature _____ Date _____

Property Owner/Fee Owner (If different from above) _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

Signature _____ Date _____

✓ **Attach the required information subdivision materials listed on the attached sheets.**

Please give an explanation to the following:

Detailed Description of Request:

Will the request create an excessive burden on the existing roads or other utilities?
Please Explain.

Is the requested use compatible with the surrounding properties? Please explain.

Could the use significantly depreciate near-by properties? Explain.

Will the structure and the use have an appearance that will not have an adverse effect on near-by properties, please explain.

Will the requested use create an adverse affect on near-by properties because of noise, odor, glare, hours of operation, or general unsightliness? Please explain.

Signature of Applicant*

Date

*If Applicant is not Property Owner,
property owners signature required.

A sketch form is considered part of your application for a land-use permit. Please show all building on your property, the road from which you have access, and the work or buildings you propose to do. Also give distances from the road, sides, and rear property lines.

Planning Department

309 Lewis Avenue S... Watertown, MN 55388... www.ci.watertown.mn.us... Phone (952) 955-2681... Fax (952) 955-2695